

STATE OF MISSISSIPPI
BUREAU OF BUILDING, GROUNDS AND REAL PROPERTY MANAGEMENT
501 North West Street, Suite 1401 B, Woolfolk Building
Jackson, Mississippi 39201
Phone: 601/359-3621

**REQUEST FOR QUALIFICATIONS
FOR
PROFESSIONAL SERVICES**

1. **GENERAL:** The Department of Finance and Administration's Bureau of Building, Grounds and Real Property Management will contract for professional services for the projects listed in this document.
2. **HAZARDOUS MATERIALS:** The Bureau of Building will require all selected Professionals to manage any asbestos abatement and lead paint as a routine part of the Professional's contract. Consultants may be used; however, a separate contract for asbestos abatement or lead paint removal will not be issued by the Bureau.
3. **INSTITUTION/AGENCY IMPOSED SELECTION REQUIREMENTS:** On occasion, some institutions or agencies will request pre-interview meetings or requirements, inclusions of certain consultants, or other special conditions for acceptance of a Professional. Please be advised that none of the conditions are necessary for our selection unless issued as an Addendum to this RFQ by the Bureau of Building. The participation of any Professional in these type activities will not be considered as a part of the evaluation for selection.
4. **SELECTION PROCESS:** Professional selection will be in accordance with Bureau of Building Professional Selection Policy as identified in BOB Manual Section 400.6-B.

Evaluation criteria for short list selection for this RFQ shall be as follows (100 point scale):

1. **Past Performance:** If a firm has done prior work for Bureau or Using Agency, award up to 10 points depending upon past performance.
2. **Site Presence:** Geographic location and/or proven track record of maintaining presence on site, award up to 10 points.
3. **Project Team:** General qualifications of Prime Professional and Consultant firms as well as specific abilities of identified team members, award up to 50 points.
4. **Relevant Experience:** Experience of Project Team with projects of similar type, scale and/or complexity of subject project, award up to 20 points.
5. **Fresh Perspective:** Project Team has no/low previous work with Bureau/Using Agency but offers new perspective or additional resource, award up to 10 points.

Evaluation criteria for selection from short-listed firms for this RFQ shall be as follows (100 point scale):

1. **Project Vision:** Professional has a clear vision/strategy for project which complements vision of Bureau/Using Agency, award up to 20 points.
2. **Relationship Management:** Professional balances goals and requirement of multiple governmental entities and user groups, award up to 10 points.
3. **Quality Control (Design Phase):** Project team produces tight, defensible contract documents that minimize change orders and construction phase conflict, award up to 20 points.
4. **Quality Control (Construction Phase):** Project team provides a construction phase service which ensures proper execution of contract documents, award up to 20 points.
5. **Budget Control:** Professional produces accurate estimates and keeps firm grasp of budget requirements with goal of most efficient/best use of limited funds, award up to 10 points.
6. **Schedule Control (Design Phase):** Professional meets all submission dates and anticipates/resolves potential design issues/conflicts in a timely manner, award up to 10 points.

7. **Schedule Control (Construction Phase):** Professional promptly processes submittals, pay applications; RFI's and facilitates rapid resolution of conflicts, award up to 10 points.
5. **SUBMISSIONS:** Any individual, firm, or corporation desiring to provide services for any project listed herein, should submit the following in hard copy and digital format to the Bureau of Building, Grounds and Real Property Management in **DUPLICATE, per project.** (i.e. A separate submission is required for each project and each submission is to be in duplicate.)
 1. **Letter of Interest:** Each submission must be accompanied by an individual letter.
 2. **Narratives:** Include narrative(s) and any other documentation that will assist the selection committee in the evaluation of the Professional and proposed Consultants by the criteria noted above.
 3. **Form M54:** Each submission must be accompanied by a completed and current Form M54, Architect-Engineer Related Services Questionnaire. This document can be found on our web page: <http://www.dfa.ms.gov/dfa-offices/bureau-of-building-grounds-and-real-property-management/bob-forms-for-aes-professionals/> (Miscellaneous)
 4. **Form M55:** Each submission must be accompanied by a completed and current Form M55, Architect-Engineer Related Services for Specific Project. This document can be found on our web page: <http://www.dfa.ms.gov/dfa-offices/bureau-of-building-grounds-and-real-property-management/bob-forms-for-aes-professionals/> (Miscellaneous) M55 Item 7 must include entries for key personnel for the following six (6) project assignments:
 1. **KEY PRINCIPAL** - will be totally responsible for the project.
 2. **DESIGN PROFESSIONAL** - will be responsible for overall design and planning of the project.
 3. **CONTRACT DRAWINGS** - will be responsible for the actual production of the contract drawings.
 4. **CONTRACT SPECIFICATIONS** - will be responsible for the actual preparation of contract specifications.
 5. **BIDDING PROCESS AND CONSTRUCTION CONTRACT PREPARATION** - will be responsible for the bidding process and preparation of the construction award contract.
 6. **CONSTRUCTION OBSERVATION** - will be responsible for construction observation of the project. As required but not less than twice a month.
 7. **JOINT VENTURE** – if your entity is proposing a joint venture (partnership / collaboration / etc.) – please list same in the M55 Box 3 for Firm (or Joint Venture) Name & Address. Before award, the Joint Venture will need a Federal ID number and registration at the Mississippi Secretary of State. Insurance requirements would be E&O for the Joint Venture entity but individual firm Workers Comp policies would be acceptable.
6. **PROPRIETARY INFORMATION:** Any page(s) of proposal that proposer considers to contain “trade secrets” or confidential commercial or financial information shall be submitted on different color paper than non-confidential pages and be marked in the upper right hand corner with the word “CONFIDENTIAL” Failure to clearly identify will result in that information being released subject to a public records request.
7. **MODIFICATIONS TO PROPOSALS:** A Professional may modify their proposal at any time prior to the scheduled closing time indicated in the Request for Qualifications. A Professional may not modify their proposal after the scheduled closing time and prior to short-listing; however; short-listed Professionals may supplement or modify their proposal in any manner they so choose until the date and time of Professional Interviews, if conducted. If interviews are waived by Owner, no modifications will be permitted unless the Owner formally notifies short-listed Professional in writing that they have been short-listed, that interviews have been waived, and of the closing time for any modifications to be considered for final selection.
8. **IRREGULARITIES:** The omission of any information requested on the Request for Qualification may be considered as an informality, or irregularity, by the awarding public body when, in their opinion, the omitted information does not alter the Qualifications, or place other Proposers at a disadvantage.

9. **DISQUALIFICATION:** The following list of situations may disqualify a Professional from being considered:

1. Failure to comply with the Request for Qualifications' requirements.
2. Professional, or one or more of his proposed Consultants, is involved in an ongoing dispute related to the Professional's, or proposed Consultant's, execution, expertise, proficiency, or timely performance of a previous Contract with the Bureau or another state agency, university, community college or junior college.
3. Professional, or one or more of his proposed Consultants, is in arrears on existing Contract(s) with the Bureau or another state agency, university, community college or junior college.
4. Professional, or one or more of his proposed Consultants, has defaulted on a previous Contract with the Bureau or another state agency, university, community college or junior college.

10. **DELIVERY:** All submissions must be received in the Bureau of Building, Grounds and Real Property Management's Office by **5:00 p.m., on Monday, December 3, 2018**. Address all submissions to:

Bureau of Building, Grounds and Real Property Management
501 North West Street, Suite 1401 B, Woolfolk Building
Jackson, Mississippi 39201

11. **PROJECTS:** The Bureau of Building needs Professional Services for the following projects:

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| 1. | GS# | 105-358 |
| | Title: | Preplan Kinesiology Building |
| | Institution/Agency: | Mississippi State University |
| | Location: | Starkville, Mississippi |
| | Project Budget: | \$750,000.00 |
| | Funding Sources: | HB 1649, L'18 |
| | Professional Fee: | C |

Project Scope: Preplanning through Construction Document Phase of a 60,000 square foot facility located on the University's main campus as funds permit. This new facility will house classrooms, lab spaces, and administrative offices for the Kinesiology Department which currently resides in the McCarthy Gymnasium. MSU's intent is to demolish McCarthy, a 55,600 square foot 1950's era structure, after the construction of the new building has been completed. All applicable Codes, including ADA compliance, will need to be addressed during the design process. The selected professional will also assist with the procurement of furniture and equipment

Commissioning: This project will involve total building commissioning, requiring the Professional to coordinate the work of this project with the Owner's Commissioning Authority Professional. Testing, Adjusting and Balancing (TAB) services will be retained by the Commissioning Agent. The commissioning process will begin at Schematic Design Phase. Professional will coordinate work with Commissioning Agent and the Testing, Adjusting and Balancing (TAB) service provider.

Data/Communications: Professional will coordinate work with Mississippi Department of Information Technology Services (ITS). ITS involvement will begin at the Schematic Design Phase.

- Project Scope: Preplanning through Construction Document Phase of new facilities to sustain and increase research capacity in the Forestry and Wildlife departments. Component 1 will be a forest genetics greenhouse Complex that will allow computer-controlled regulation of the environment. The greenhouse complex will include 3 greenhouses (totaling 4,000 square feet), walk-in freezer/cooler storage, and additional space for media (storage and mixing). Component 2 will be a Wildlife and Fisheries research complex. The research complex will include a Multi-Purpose Research Building (approximately 3,500 square feet) and an Avian Research Building (approximately 2,500 square feet). All applicable codes, including ADA compliance, will need to be addressed during the design process. The selected professional will also assist with the procurement of furniture and equipment.

Commissioning: This project will involve total building commissioning, requiring the Professional to coordinate the work of this project with the Owner's Commissioning Authority Professional. Testing, Adjusting and Balancing (TAB) services will be retained by the Commissioning Agent. The commissioning process will begin at Schematic Design Phase. Professional will coordinate work with Commissioning Agent and the Testing, adjusting and Balancing (TAB) service provider.

Data/Communications: Professional will coordinate work with Mississippi Department of Information Technology Services (ITS). ITS involvement will begin at Schematic Design Phase.

- Project Scope:** Planning and construction of approximately 35,000 square foot building on the south-east quadrant of the Jefferson Davis Campus which will house a lecture hall, classrooms, labs, offices and support spaces. All applicable Codes, including ADA compliance, will need to be addressed during the design process. The selected professional will also assist with the procurement of furniture and equipment.

Commissioning: This project will involve total building commissioning, requiring the Professional to coordinate the work of this project with the Owner's Commissioning Authority Professional. Testing, Adjusting and Balancing (TAB) services will be retained by

Professional will coordinate work with Commissioning Agent and the Testing, adjusting and Balancing (TAB) service provider.

4.	GS#	213-054
	Title:	New Student Apartments
	Institution/Agency:	Northwest Mississippi Community College
	Location:	Senatobia, Mississippi
	Project Budget:	\$3,200,000.00
	Funding Sources:	SB3100, L'11, SB2903, L'15, HB1729, L'16
	Professional Fee:	C

Commissioning: This project will involve total building commissioning, requiring the Professional to coordinate the work of this project with the Owner's Commissioning Authority Professional. Testing, Adjusting and Balancing (TAB) services will be retained by the Commissioning Agent. The commissioning process will begin at Schematic Design Phase. Professional will coordinate work with Commissioning Agent and the Testing, Adjusting and Balancing (TAB) service provider.

5.	GS#	214-070
	Title:	Preplan Seal Hall Renovation
	Institution/Agency:	Pearl River Community College
	Location:	Poplarville, Mississippi
	Project Budget:	\$500,000.00
	Funding Sources:	HB 1649, L'18
	Professional Fee:	C+

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need to be addressed. Given the age of this building, it is anticipated that coordination with the Mississippi Department of Archives and History will be required.

Commissioning: This project will involve commissioning of MEP and life safety systems, requiring the Professional to coordinate the work of this project with the Owner's Commissioning Authority Professional. Testing, Adjusting and Balancing (TAB) services will be retained by the Commissioning Agent. The commissioning process will begin at Schematic Design Phase. Professional will coordinate work with Commissioning Agent and the Testing, adjusting and Balancing (TAB) service provider.

Data/Communications: Professional will coordinate work with Mississippi Department of Information Technology Services (ITS). ITS involvement will begin at Schematic Design Phase.

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| 6. | GS# | 376-002 |
| | Title: | Preplan Emergency Air Response Station |
| | Institution/Agency: | Office of Air Transport
(Department of Finance and Administration) |
| | Location: | Jackson, Mississippi |
| | Project Budget: | \$150,000.00 |
| | Funding Sources: | HB 1649, L'18 |
| | Professional Fee: | C |

Project Scope: Preplanning thru design development phase of the construction of an emergency air response station for the central Mississippi region. Project will include a 12,000, or greater, square foot hanger with associated support spaces. Facility will support multiple state agencies. Site and security improvements will also be addressed.

Commissioning: This project will involve total building commissioning, requiring the Professional to coordinate the work of this project with the Owner's Commissioning Authority Professional. Testing, Adjusting and Balancing (TAB) services will be retained by the Commissioning Agent. The commissioning process will begin at Schematic Design Phase. Professional will coordinate work with Commissioning Agent and the Testing, Adjusting and Balancing (TAB) service provider.

Data/Communications: Professional will coordinate work with Mississippi Department of Information Technology Services (ITS). ITS involvement will begin at Schematic Design Phase.

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| 7. | GS# | 385-001 |
| | Title: | Preplan Building Renovations |
| | Institution/Agency: | 660 North Street (Office of Capitol Facilities)
(Department of Finance and Administration) |
| | Location: | Jackson, Mississippi |
| | Project Budget: | \$100,000.00 |
| | Funding Sources: | Agency Funds |
| | Professional Fee: | C+ |

Project Scope: Preplanning through Design Development Phase of comprehensive renovations of the two-story, 34,964 square foot 660 North Street State Office Building, first constructed in 1973. Scope will include envelope restoration, as well as, general interior reconfiguration of office and support spaces; all applicable Codes including ADA compliance, asbestos abatement along with major renovations of mechanical, electrical, plumbing and life safety systems. Site and security improvements will also be addressed. Implementation will be phased due to funding, potentially with portions of building occupied during construction.

Commissioning: This project may involve commissioning of MEP and life safety systems, requiring the Professional to coordinate the work of this project with the Owner's Commissioning Authority Professional. Testing, Adjusting and Balancing (TAB) services will be retained by the Commissioning Agent. The commissioning process will begin at Schematic Design Phase. Professional will coordinate work with Commissioning Agent and the Testing, Adjusting and Balancing (TAB) service provider.

Data/Communications: Professional will coordinate work with Mississippi Department of Information Technology Services (ITS). ITS involvement will begin at Schematic Design Phase.

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| 8. | GS# | 505-030 |
| | Title: | Preplan Fire Station / Dormitory |
| | Institution/Agency: | Mississippi State Fire Academy |
| | Location: | Pearl, Mississippi |
| | Project Budget: | \$1,000,000.00 |
| | Funding Sources: | HB 1649, L'18, Agency Funds |
| | Professional Fee: | C |

Project Scope: Preplanning through Construction Document Phase of a 43,000 square foot facility. This building will contain three fire truck bays, 32 double-occupant dorm rooms, training areas, classrooms, offices, and support spaces. The building will be utilized on a daily basis and also serve as staging area for first responders in the event of a disaster. All applicable Codes, including ADA compliance, will need to be addressed during the design process. The selected professional will also assist with the procurement of furniture and equipment.

Commissioning: This project will involve total building commissioning, requiring the Professional to coordinate the work of this project with the Owner's Commissioning Authority Professional. Testing, Adjusting and Balancing (TAB) services will be retained by the Commissioning Agent. The commissioning process will begin at Schematic Design Phase. Professional will coordinate work with Commissioning Agent and the Testing, Adjusting and Balancing (TAB) service provider.

Data/Communications: Professional will coordinate work with Mississippi Department of Information Technology Services (ITS). ITS involvement will begin at Schematic Design Phase.

- Project Scope: Mississippi Public Broadcasting ("MPB" aka "MAET") seeks qualifications from qualified Consulting Telecommunications Engineering firms with a current Certificate of Authority (Engineering) from the Mississippi Board of Licensure for Professional Engineers and Surveyors with experience in the field of Broadcast Telecommunications with knowledge of the latest trends in Broadcast (ATSC 3.0, DTV Repack, etc.) and Wireless Communication Technology, system evaluation / design, and project management services.

The project will predominantly involve the specification of, and procurement of, television broadcast related equipment in connection with the Federal Communication Commission's current DTV Repack. The ability and willingness to travel to, and be on-site, at remote broadcast site location(s) in the State of Mississippi is required.